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17 September 1965

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activity Report #26

1. Office of the Chief, Support Staff

25X1A

a.

b.

c. In an effort to consolidate and streamline the work connected with cover problems between OTR, CCS, and [redacted] the SO/TR proposed that all duties and responsibilities concerning cover of personnel assigned to OTR be transferred from [redacted] of the Personnel Branch to the Security Officer, TR. [redacted] will continue to be the backup officer for handling cover problems in the absence of the SO/TR. Both XO/TR and PO/TR agreed that this move would be in the best interests of OTR.

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d. Nineteen ORR personnel were given a Security/Administrative briefing by the SO/TR on 16 September in preparation for [redacted] Orientation Course.

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2. Instructional Services Branch

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a. The movie crew is still [redacted] shooting the picture covering activities of t [redacted]

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b. Registrar

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- (1) Six Vu-Graph slides were prepared on topics of USIB, meetings, agenda, types of action, etc. for [REDACTED]
- (2) Polaroid pictures were made from OTR charts which are used by Mr. Baird and which deal with OTR's training effort, budget, personnel and organization.
- (3) 5" x 8" photographs of the same chart were mounted on cards for use at the lectern.

c. Operations School

25X1A

- (1) Two Polaroid "mug" shots were prepared for use in [REDACTED]
- (2) Three Vu-Graph slides were prepared for [REDACTED] on Clandestine Services, missions, organizations, etc.
- (3) 54 name cards were prepared for the above and 25 for [REDACTED] use in CSRC.

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d. Intelligence School, IOF

- (1) Two charts were prepared of CIA organization, one with abbreviations and initials and the other with all component names spelled out on the chart. Reproductions were made and will be mounted for use in all OTR Schools. Total charts 12.

- (2) 3 signs were prepared for [REDACTED] and "Central Reference Publications".

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e. Intelligence School, MTF

Approximately 25 signs with hook and loop devices attached, were prepared for use at [REDACTED]

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f. Language Training School

Approximately 80 color slides were prepared for possible use in DDS briefing by [REDACTED]. These describe the language training facilities at [REDACTED] Headquarters and [REDACTED] and were photographed, developed and mounted by the Visual Aids Section.

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Miscellaneous

Approximately 100 signs and nameplates were prepared during this period for OTR Schools.

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VAS completed several tasks during this period on a time available "second to OTR", basis. The recipients were: FE/[] - 2 charts and 2 maps, BPAM - 5 Vu-Graph slides, Records Management - 20 2" x 2" slides, [] (DDS&T) 50 small drawings.

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Chief, Support Staff, TR

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